

Recordkeeping of Occupational Injuries and Illnesses

1 Who Should Attend . . .

This seminar is a must for anyone concerned about health and safety on the job including:

- ▶ Managers concerned about liability and worker's compensation costs
- ▶ Employees who want to learn proper techniques for protecting their safety and health at work
- ▶ Business owners who want to learn about compliance with MIOSHA

2 Why you need this Seminar . . .

- ▶ To reduce disabling injuries and illnesses to employees - and to ensure that every worker goes home safe and healthy every day.
- ▶ To reduce the high direct costs of work-related injuries, which grew to \$42.5 billion nationally in 2000, and indirect costs, which were estimated at an additional \$127 - \$212 billion in 2002. (*2003 Liberty Mutual Safety Index.*)
- ▶ To enhance your company's bottom line. A strong safety and health commitment not only protects workers, it also reduces worker's compensation costs, improves employee morale, and increases production and quality.

3 What You'll Learn . . .

This MIOSHA program is designed to help employers ensure that their organization complies with MIOSHA recordkeeping requirements as contained in MIOSHA Administrative Rules Part 11, Recording and Reporting of Occupational Injuries and Illnesses. In addition to learning and understanding the "recordability" of work related injuries and illnesses, attendees will actively participate in a group exercise to complete the OSHA 300 log, 301 and 300A forms. Using this data, participants calculate injury and illness rates and learn how to compare these rates to other companies within their Standard Industrial Classification (SIC) or the new North American Industrial Classification System (NAICS).

Agenda

*We offer a flexible
program agenda
to emphasize the
topics you
want most.*

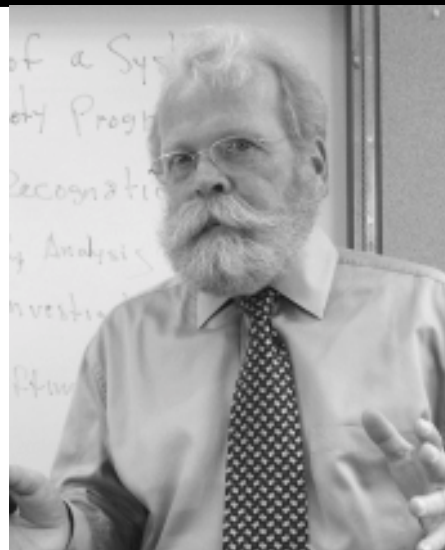
- ▶ Recordkeeping
- ▶ Injury and Illness Cost Analysis

Facilitator

Quenten Yoder joined the MIOSHA program in 1985, and serves as an Occupational Safety Consultant in Southwest Michigan. He provides consultation and has conducted hundreds of training programs, workshops and seminars on regulatory requirements and safety and health program administration for the public and private sectors. He has performed workplace safety hazard surveys and safety and health program audits in a wide variety of industries, using a systems approach.

Before joining the Consultation, Education and Training Division, Quenten worked for a municipality where he gained experience in the areas of risk management, safety and health program administration, workers compensation and general liability insurance, human resources, union contract negotiation and administration, and operational supervision.

Quenten holds a Bachelor of Science and Master of Public Administration degrees from Western Michigan University.



Quenten Yoder

*Occupational Safety Consultant,
MIOSHA, CET Division*

Program Details

DATE: December 15, 2004

LOCATION: Kellogg Community College
405 Hill Brady Road
Battle Creek, MI

COST: \$60 per person - includes lunch and
course materials.

TIME: Check-in - 8:30 a.m.

Program - 9:00 a.m. to 3:00 p.m.

DEADLINE: Register by December 9, 2004
Enrollment is limited to 50 participants,
so please register early!

CONTACT: Connie Dawe - 269.965.4134

COSPONSOR: Kellogg Community College

How to Register

Recordkeeping of Occupational Injuries & Illnesses

Complete information at right to
register by:

► **Phone:** 269.965.4134

► **Fax:** 269.962.7370

► **Mail:** Kellogg Community College
405 Hill Brady Rd.
Battle Creek, MI 49015
Atten: Connie Dawe

Name: _____

Company Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Email: _____

Fax: _____

Number Attending: 1 @ \$60 each = \$ 60.00

Use separate form for each person to be registered. Make copies if needed.

If this valuable seminar doesn't fit with your schedule or position, please pass this flyer on to a colleague.

All meetings are accessible and barrier free. Please contact the cosponsor or the CET Division, at least two weeks in advance, to request necessary accommodations.